

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Clarus W. Rice
Director of Central Reference
2E60 Hqs.

EXTENSION

NO.

83-460113

DATE

29 September 1983

TO: (Officer designation, room number, and building)

202

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDI
7E44

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Chuck -

The memo
from Clare on the
HIC - as I mentioned
to you earlier. Pls.
return.

STAT

Thanks. Since there
was a xerox copy of Clarus'
memo, I pulled it for my
own background. I have
a couple of nominees for Ed's
position, but given para. 2.2,
assume Clarus would also have
one/some. Still plan to discuss
broader subject after meeting
with

STAT

DCI
EXEC
REG

EYES ONLY

29 September 1983

NOTE FOR: DDI

FROM : D/OCR

SUBJECT : Memo on HIC

STAT

Bob.

1. I have no strong feelings about the location of HIC in the Agency's administrative structure, but I believe the following points are relevant:

a. I doubt that most customers would want the collection moved out of this building.

b. If it remains in Headquarters but is administered outside of OCR, I would prefer to have it moved from the current location; an outside component in the middle of OCR space would be an administrative headache. An outside component "relying" on OCR's processing services is also a managerial problem. OCR withdrew its support to OTE's library because of processing priorities, heavy demands, etc.

c. If the collection is moved out of OCR, I have no objection to continuing to provide the acquisitions support; OCR provides that service for the entire Agency.

d. There is some merit in putting the PAO clipping service and HIC in the same organization. There is considerable duplication in the newspaper and magazine screening done by the two units. I also believe HIC's information service (and OCR's) would benefit from having the PAO files at hand.

2. In response to other points raised by the memo:

STAT

a. There is no plan to abolish HIC under consideration by OCR management. comments probably refer to an exercise 10 years ago when OCR and other Directorate components (and the entire Agency) were ordered to prioritize all activities in anticipation of major personnel reductions.

STAT

EYES ONLY

EYES ONLY

SUBJECT:


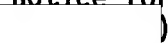


Memo on HIC

STAT

b. The 1980 Inspector General report on OCR made only a passing reference to HIC. To my best recollection, the survey team never discussed with me the inappropriateness of HIC within OCR.

c. Given the nature of the position--managing a library collection, providing reference support from that collection, undertaking specific research at the request of senior officials, and serving as one of the Agency's "institutional memory" bases--I cannot see C/HIC as an SIS-level position. I also question the validity of upgrading the library assistant position above the GS-07 level or the need for another full-time additional position. In my opinion, HIC is properly staffed at the right grade level. PMCD is currently reviewing all OCR positions, and if they determine that higher grades are justified, I will have no problem with raising them. Much of what HIC does is similar to what many OCR service elements perform daily.

d.  has not notified me that he is retiring. When he does, OCR will put out an Agency-wide vacancy notice for a replacement (the same procedure used to locate ). Either I or the DD/OCR will interview the candidates to select the best qualified to carry on the HIC tradition.

STAT

STAT

3. If you need any more supporting data for your meeting on this subject, don't hesitate to call.

STAT



Clarus W. Rice

EYES ONLY